THE GREAT BARN

USER MANUAL

BEFORE THE EVENT

Standard Terms and Conditions of Hire.

You will be required to sign a letter of agreement of confirmation of your booking, of which these instructions form part.

Further Viewings

You will almost certainly wish to return to The Great Barn to finalise your plans. Will you please book all further viewings with Hole Park Estate Office. Repeat viewings can usually be unaccompanied, unless you wish us to be present, but please remember that the barn may well be locked. Please let us know when you intend visiting the barn in case we have an event booked and we can advise you where the key is.

Barn Availability

Generally all our events take place on a weekend, usually a Saturday. Once the previous event has tidied up, we will carry out any necessary further cleaning as appropriate. You should expect to be able to take over The Great Barn no later than the Thursday lunchtime prior to your event, thus giving you plenty of time.

For guaranteed access before Thursday lunchtime, please contact the estate office to make us aware of your requirements.

Offices in The Granary

Please note that the offices in The Granary are tenants of Hole Park Estate and are not connected with the management of The Great Barn in any manner. Please do not disturb them with enquiries, but instead refer to the estate office.

Electric Gate

Access to Halden Place is regulated by an electric gate, which closes daily at 7pm. If you are likely to be on site after that hour, please contact the estate office to obtain the current gate code. We will disable the gate on the morning of your event to provide unrestricted access throughout the night of your event.

Decoration

You and your florist may decorate the barn in any reasonable manner for your event, fixing arrangements to the barn structure in an appropriate manner where necessary. Nails and other fixings should be removed when the decorations are taken down.

If affixing fairy lights to the walls or beams, you should take great care when working at such dangerous heights and Hole Park Estate take no responsibility whatsoever in the event of an accident occurring.

Candles

Candles may be used on the tables in appropriate holders but they must not be placed on the wooden framework of the barn.

Torches

You may decorate the external area with paraffin torches, if you wish but these must be a minimum of 2 metres away from any building at all times when alight.

The Dance Floor

A dance floor is provided with the barn, large enough for a wedding party of up to 150. We will lay the dance floor at any reasonable location for you in The Great Barn during the build-up to your event but you may also move it yourself if you wish. If doing so, please carefully follow the instructions on the wall in the servery area of the kitchen.

If you do not require the dance floor please advise us and we will remove it. Please note you must use a dance floor when dancing, the only exception being for barn dancing and Scottish dancing.

Environmental Noise Control System

For your own comfort, and for the sake of the neighbours living near to The Great Barn, a Formula Sound Sentry MK2 environmental noise control system has been installed. This is backed up by an AT-1 Volume Controller.

Sentry MK2

This equipment is located on the wall, directly opposite the bandstand area. Once the preset noise level is exceeded, which is indicated by a series of coloured lights, the power circuit in the barn will automatically be cut. This cut-out includes all power to the kitchen as well as all the power points right through The Great Barn. You are advised to ensure that your band or disco does not exceed the preset level as this will result in disruption to your entertainment to the embarrassment of all.

All of the control boxes associated with the Sentry MK2 equipment have tamper-proof seals and any attempt to interfere with the settings will therefore be evident. A charge of £100 will be levied for each appliance which is found to have been tampered with, plus the cost of remedial works, if any. Please be aware that the microphone, located on the wall opposite the bandstand should not be interfered with. Any attempt to block it will result in the system cutting out due to an infrared sensor located internally.

AT-1 Volume Controller

Standard discothèque equipment may be routed via the AT-1 volume controller located on the back wall of the bandstand area. This equipment automatically

regulates the volume to bring it within the preset levels as set by the Sentry MK2 appliance, as detailed above.

When correctly connected, any attempt to exceed the level will mean it is automatically regulated and no disruption to your music will be experienced. Please request that your DJ has long leads to enable him to route his output through the AT-1.

Barn Doors

In order to comply with Environmental Health Regulations the barn doors on the orchard side must be kept closed to contain the sound within the barn. The glass doors to the courtyard may remain open.

Kitchen Areas

Your caterers should provide all of the necessary equipment they need for your event. Please note that washing up facilities are limited and as much food preparation as possible should be done off site. If you are hiring commercial cookers, please be sure to place the gas bottle outside the building, using the porthole in the wall.

Chiller Trailer

A chiller trailer can be handily located outside the double loading doors to the kitchen area on the hard standing. An industry standard external power point is supplied for this purpose.

Supplementary WCs

If you are bringing in additional lavatories for a large event please discuss with us the most appropriate location of these. We recommend siting them under the cover of the concrete barn on the drive side.
Please ensure that your hire company removes these lavatories as soon as possible after the event.

Lavatories

We will ensure that the lavatories are clean prior to you taking over The Great Barn. You should provide soap, towels and WC paper.

You must ensure that the WCs are cleaned to a reasonable standard, no later than 9 a.m. on the Monday morning following your event.

Heating

The Great Barn is usually only hired out during the summer months when heating is not required. In exceptional circumstances heating may be necessary. Please ensure you use a marquee-type of heater which has a contained flame and not a space heater which has an open flame and is inherently dangerous in the ancient wooden building. In no circumstances should electric power be used for the primary source of heating.

Two ports have been cut into the barn wall, one at either end for the heaters to be located externally. Jubilee Hire and Four Jays (on our suppliers list) are local hire companies who are familiar with this arrangement.

Use of the Orchard and Grass Courtyard Areas

As well as necessary car parking, you may use these areas for your entertainment, erecting gazebos, bouncy castles etc. **until 7pm only**. Thereafter only the grass courtyard should be used. For definite confirmation of your plans, please consult with the estate office. No amplified music is permitted outside the barn itself.

Security

Thus far, there has never been a problem of any items being removed from The Great Barn before, during or after an event and we hope this situation will continue. All items left are at the hirer's risk. The barn is lockable. The main double doors, the door to the round house and the three doors in the kitchen area may all be secured by bolting them from the inside. The door to the terrace and to the WCs may be secured by key and you may take either, or both of these keys away with you during your build-up stage to ensure that your items are secure. These keys must be left in the locks at the end of your hire. Failure to do so will incur a key cutting charge of £5 per key.

Lighting

The four chandeliers are switched and dimmed from the control panel to the left of the terrace doors. There are also side lights. If using festoon lighting please us LED lights so the electricity system is not overloaded.

Fireworks

You may have fireworks at The Great Barn but the nature of these and the precise time at which they will commence must be agreed with us, prior to the event. This is for the benefit of our neighbours and in particular their pets, horses and other livestock for which they may wish to make special arrangements. The latest start time for fireworks is 2230. This will be strictly enforced.

Electric Supply Failure

Please do not overload the electricity system. In the event of failure to the electricity supply to the barn, please check the trip fuses in the bandstand area.

The fuse board is located above and to the right of the external door.

Further, primary fuses are located in the large cupboard in the hallway adjacent to the lavatories. Please do not tamper with these electrics, without first seeking our assistance.

Event Licensing

The Great Barn is now licensed by Ashford Borough Council for:
Live entertainment, dancing, provision of late night food but not for the sale of alcohol. If you intend to sell alcohol even if this is included in the ticket price, then you will require a Temporary Event Notice (TENS) from Ashford Borough Council. We, or your event organisers will be happy to assist in making this application, the cost of which is a £21 fee to Ashford Borough Council.

Applications must be made in good time before the event; please allow 1 month.

Emergency Contact

During the build-up, event and cleaning up if you have cause to contact us, please note the following contact numbers:

Estate Office	1580 241 344
Edward Barham Mobile	07976 241 794
Home	01580 241 386 (evenings/weekends)
Mr D Barham	01580 241 251 (for use only if none of the above numbers are successful and your enquiry is of a most urgent nature)
Malcolm Green Caretaker	07886 179 365

ON THE DAY

Location Signs

Three large sandwich board-type direction signs will be erected on the day of your event bringing people from the A28 in Rolvenden. You may need to issue supplementary maps or written directions to suit your own requirements and we will be happy to assist with these.

Setting your Tables

Due to the rural nature of The Great Barn, you are advised to set your tables at the last possible moment, due to the possibility of dust, insects or other debris blowing onto them. This problem is particularly evident during windy conditions. It is therefore recommended that you lay your tables on the morning of your event and not before.

Civil Marriages (including Civil Partnerships)

If you are to be married at The Great Barn, we will have required certain additional information from you in order to make a booking with Kent County Council's Registrar's Office. You may have a practise prior to your wedding if you wish, for which no additional charge is made. Please check with the estate office to confirm that the barn is available on your chosen practise day if it is anything other than during the three days immediately prior to your ceremony.

Certain rules apply to all civil marriages and, in particular, we draw your attention to the fact that no food or drink (alcoholic or otherwise) may be served in the confines of The Great Barn for 1 hour preceding a ceremony and during it. The only exception to this is a glass of water, if necessary.

Although this rule may sound archaic, there can be no exception to this and KCC registrar staff will assist the representative from Hole Park Estate, who will also be present at the ceremony, in enforcing this rule.

Weather permitting, you may serve whatever refreshments or food you wish outside The Great Barn during this time but the food or drink must not be brought into it.

For the purposes of enforcing this rule, the confines of the barn are taken to be the four walls of the principal space, plus the semi-circular roundhouse area.

Hot Water

Limited hot water is available at the double sink in the servery area. These facilities are not suitable for extensive washing-up and indeed the majority of hire companies will wish to rewash their equipment prior to it being relet.

No Smoking

The Great Barn is a no smoking venue in accordance with the terms of the nationwide smoking ban imposed on 1st July 2007. Smoking is permitted outside for which purposes buckets are supplied for cigarette ends.

Fire Extinguishers and Fire Blanket

These are provided for your safety and should not be tampered with, or used except in emergency. Any unwarranted use will be charged to you at the rate of refilling / replacing the appliance and cleaning, plus £100.

Fire Alarm

The fire alarm is fitted for your safety. Activation of it will bring on the escape lighting, clearly indicating the routes to different exits.

Any unofficial activation will incur a charge of the cost of resetting plus £100.

Please do not obscure the activation boxes by placing items in front of them.

Please note the fire alarms are not connected to any remote station monitoring and should there be a fire, you must call the fire brigade direct on “999” using a mobile phone, or by going to one of the nearby houses and seeking assistance.

Car Parking

Cars should be parked in the immediate vicinity of the barn or in the field to the north, accessed via the cattle grid and from which there are pedestrian gates to the main door. These will be indicated to you during your set-up. Only in

exceptional circumstances, such as wet ground conditions, should cars be parked on or beside the metal road surrounding The Great Barn complex.

We would strongly discourage you from parking any cars in or beside the grass courtyard area in such a manner that they disturb the attractive rural view from the terrace.

Car Parking signs will be erected by us prior to your event, directing cars into the orchard, as above.

Adjacent Businesses and Houses

Please respect the privacy and security of the nearby businesses and houses, ensuring that cars are parked in an appropriate manner, that onward access around The Great Barn to the farm beyond is never obstructed, that the businesses and houses are not unnecessarily disturbed and that you and your guests leave quietly at the end of your event, particularly when late at night.

Finishing Time

The Great Barn is licensed for occupation until 12 midnight. By this time all guests must have left the premises. Music should cease by 11:30 and guests should then depart quietly before midnight. Please ensure that your taxis are booked at or before 11:30 at the latest. No camping is permitted.

A caretaker will be on site from approximately 10:30pm to ensure an orderly end of your event and will assist with managing taxis.

Cleaning Materials

A basic supply of cleaning materials may be found in the kitchen area. Please use these as necessary and leave them behind at the end of your hire.

Public Liability

The Great Barn holds Public liability insurance cover to the value of £5 million. The hirer will be responsible for making arrangements to insure against third party claims which may be made against him/her whilst using the premises.

AFTER YOUR EVENT

After event Cleaning

You must clean the Barn and the surrounding area to a satisfactory standard, including removal of rubbish (as below), sweep the floor, pick up cigarette ends and litter externally. Any floral decorations and foliage must be removed from the site.

Fair wear and tear on the barn and its fabric is expected but a supplementary charge will be made to make good any damage caused and any additional cleaning costs necessary, charged at cost plus £100.

Refuse and Recycling

No refuse collection service is provided at The Great Barn. **Please remove all your refuse for collection elsewhere.**

All bottles should be recycled. The nearest recycling points are:

Rolvenden – at the Rolvenden Club.
Turn left at the church, leave the village and go round a sharp right hand corner and the bottle banks will be found on your right-hand side in a car park.

Tenterden – in the Waitrose car park near the recreation ground.

Both of the above sites are able to recycle tin cans as well.

PLEASE DO YOUR BIT FOR THE ENVIRONMENT BY RECYCLING AS MUCH AS IS POSSIBLE.